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**APPROVED MINUTES**

**Mayor's Ad Hoc Advisory Task Force on Library Finances**

Library Community Room,  
Rockville Public Library  
52 Union Street  
January 5, 2016  
7:00 pm

Daniel A. Champagne  
Mayor  
(860) 870-3600

John D. Ward  
Town Administrator  
(860) 870-3665

- 
1. **Roll Call** – Members present: Robert Hurd, Mark Summers, Julie Clay, Brian Motola, Thomasina Clemons, Ann Letendre, James Luddecke, and John D. Ward.
  2. **Adoption of Minutes**
    - a. December 14, 2015 – Motion to approve the minutes made by Thomasina Clemons and seconded by Ann Letendre. Motion passed unanimously.
  3. **Citizen's Forum** – There was no one present for Citizen's Forum.
  4. **Pending Business** - None
  5. **New Business** - None
  6. **Recommendations to Mayor Champagne** - - Mr. Ward distributed a draft outline of the Task Force's report to Mayor Champagne, on the "*Report and Recommendations on the Solvency of Rockville Public Library.*" Discussion took place.

Mr. Luddecke distributed financial models A-D and models A1 –D1. Discussion took place regarding the endowments. Discussion took place regarding the length of the projections, and adding language related projection shortfalls and whether to maintain a set amount per year.

Discussion moved to oversight of the agreement, such as an advisory board to oversee the endowment, and adding language to clarify such.

Discussion took place regarding a 5-yr transition plan, the budget and spending caps.

The Task Force divided sections in the *Report and Recommendations on the Solvency of Rockville Public Library* for revision and completion. Drafts must be submitted to Mr. Ward by January 19, 2016 and a revised document will be submitted back to Task Force by January 22, 2016.

The next meeting of the Task Force will take place on January 26, 2016 at 7:00pm.

7. **Motion to Adjourn** – Meeting adjourned at 9:00 pm.